

INTERNAL USE ONLY

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MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : ^{25X1A9a} Recommendation for Promotion
[REDACTED]
GS-03 to GS-04

25X1A9a

1. [REDACTED] joined the Agency in February 1975 as a GS-03 Clerk Typist and has been working in the Center for the Development of Analytical Methodology since that time. Prior to joining the Agency she was working on an Associates Degree in Secretarial Science, majoring in the legal secretarial field, at Robert Morris College, Pittsburgh, Pennsylvania.

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2. [REDACTED] for the past six months has been working under the supervision of the senior secretary of the Center. During this period she has, in my opinion, been performing her duties with a competence above that expected for a GS-03. Her eagerness in approaching new tasks and her ability to learn new skills indicate a strong potential for advancement and increased responsibility. [REDACTED] is planning this winter to continue to study toward the completion of the requirements for the Associates Degree in Secretarial Science.

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3. I recommend that, on the basis of [REDACTED] performance over the past six months and as an incentive to her continued efforts to reach her full potential, she be promoted as soon as possible to the grade of GS-04.

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25X1A9a /s/

[REDACTED]
CDAM/ORD

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*approved
Oct 75*

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SUBJECT: Recommendation for Promotion -
GS-03 to GS-04

RECOMMEND APPROVAL:

181
Chairman, Special Panel, ORD

4 Sept 75
Date

APPROVED:

7s/ JAMES V. HIRSCH
Director of Research and Development

15 SEP 1975
Date

Distribution:

Orig. - Addse.

1 - C/SB/MS/ORD

1 - SP/ORD

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CDAM/ORD/DD/S&T/ [REDACTED] :biw/3458
(13 August 1975)

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